

PROCEDURE REFERENCE : FmHA Instruction 2045-GG.  
 PURPOSE : Proposing to Suspend for 14 Days or Less.

UNITED STATES DEPARTMENT OF AGRICULTURE  
 FARMERS HOME ADMINISTRATION  
 (Location)

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

FOR OFFICIAL USE ONLY

Ms. \_\_\_\_\_  
 County Office Assistant  
 Farmers Home Administration  
 Anywhere, Anystate 00000

Dear Ms. \_\_\_\_\_:

This is a notice of a proposal to suspend you from duty without pay for (14 days or less). The reasons(s) supporting this proposed action are as follows:

REASON I - FAILURE TO FOLLOW INSTRUCTIONS

FmHA Instruction 2045-BB, Section 2045.1355 (c) states that employees must be courteous to the public and other employees.

First Specification: On September 2, 199\_, at 11:15 a.m., Mr. and Mrs. \_\_\_\_\_ visited the Far Out County Office to inquire about FmHA loan services to refinance their farming operations. Ms. \_\_\_\_\_, County Office Clerk, was assisting borrower \_\_\_\_\_ when the \_\_\_\_\_ arrived. You were at your desk in the reception area. Mrs. \_\_\_\_\_ asked you if you would assist them. You said to Mrs. \_\_\_\_\_, "Can't you see that I'm busy? I'll help you when I'm good and ready. I am tired of people thinking that Government employees have to jump to attention when they come into the office." This incident was witnessed by County Office Clerk \_\_\_\_\_ and your supervisor, Mr. \_\_\_\_\_.

Ms. \_\_\_\_\_

Second Specification: On October 14, 199\_, at about 9:45 a.m., Mr. and Mrs. \_\_\_\_\_ visited the Far Out County Office to turn in their loan application, Form FmHA 410-1, "Application for FmHA Services." You snatched the application from Mr. \_\_\_\_\_ hand, tearing the form. Ms. \_\_\_\_\_, County Office Clerk, taped the form together and returned it to you. You determined that the \_\_\_\_\_ had not completed all the necessary items on the form. You threw the form across the counter to the \_\_\_\_\_ and told them, "If you are too dumb to fill out this form properly, you don't deserve a loan." This incident was witnessed by County Office Clerk \_\_\_\_\_ and your supervisor, Mr. \_\_\_\_\_.

Third Specification: On November 2, 199\_, at about 4:00 p.m., contractor \_\_\_\_\_ visited the Far Out County Office to request an inspection of the footings for the FmHA financed house he was building for borrower \_\_\_\_\_. When Mr. \_\_\_\_\_ advised you of the need for an inspection, you told him it was almost quitting time; that you did not wish to be bothered; and that he would have to return at a more suitable time. This incident was witnessed by your supervisor, Mr. \_\_\_\_\_.

Fourth Specification: On November 18, 199\_, at about 4:30 p.m., Mr. \_\_\_\_\_ visited the Far Out County Office to make a payment on his housing loan. Mr. \_\_\_\_\_ said he had come directly from his job at the slaughterhouse to assure that he arrived at the County Office before it closed. You receipted for Mr. \_\_\_\_\_ payment, but told him not to visit the FmHA or any other Government office in the future without taking a bath and being properly attired. This incident was witnessed by your supervisor, Mr. \_\_\_\_\_.

You violated the above-cited instruction by your discourteous conduct to the public as noted in the four incidents detailed above.

Enclosed are copies of the material listed below which I have relied on to support the reasons in this notice.

1. Documentation by County Supervisor \_\_\_\_\_ of your discourteous conduct on September 2, 199\_, October 14, 199\_, November 2, 199\_, and November 18, 199\_.

2. FmHA Instruction 2045-BB, Section 2045.1355 (c).

If you do not fully understand why your suspension is proposed, please contact me for further explanation.

You will be allowed seven (7) calendar days from the date of your receipt of this notice to answer the charges. If you need

Ms. \_\_\_\_\_

additional time you must submit a written request to me stating your reasons or call me on \_\_\_\_\_.

You will be allowed up to \_\_\_\_\_ hours of official time for reviewing the enclosed material relied on to support the reasons in this notice, for preparing a written reply; for obtaining affidavits and for making an oral reply.\* You should contact me to arrange for the use of official time. Consideration will be given to extending this period if you submit a written request stating your reasons for desiring more time.

If you wish to be heard in person, you must request a personal conference either in your written answer or separately. If a personal conference is requested, you will be notified of the arrangements. It is preferable that you submit a full and complete written answer prior to the holding of a personal conference. Full consideration will be given to your written answer and/or personal conference and the affidavits and documentation you submit to support your answer. You have the right to be accompanied, represented, and advised by an attorney or other representative of your choice at any time during the proceeding.\*\*

As soon as possible after your answer is received, or after expiration of the seven day limit if you do not answer, a written decision will be issued to you.

Experience has indicated that, at times, work-related problems can be the result of personal situations. While this may not be the case, it may be helpful to consider all the factors contributing to your conduct problems and that you take appropriate action to deal with them. The Employee Assistance Program Coordinator for this State is (name) and he/she is available to help you assess any problems you may have and to direct you to the appropriate counseling source. You may contact the Program Coordinator on \_\_\_\_\_. If you prefer, you can contact the FmHA Employee Assistance Program Help-Line on 1-800-233-0040. All information you provide is strictly confidential. I urge you to consider seeking such assistance.

Sincerely,

(Name)  
State Director

Enclosures

Ms. \_\_\_\_\_

\*\*\* Receipt Acknowledged (place on an extra copy of the letter.)

\_\_\_\_\_ Date: \_\_\_\_\_

\* The number of hours allowed should be based on the amount of material the employee needs to review and should be reasonable. The usual amount of time is 8 to 24 hours, pending on the volume of material to be reviewed, etc.

\*\* If the State has an exclusive representative (Union) and the employee is included in the bargaining unit be certain to review the labor agreement. Ascertain whether the agreement contains additional requirements, i.e., advise the employee of his/her right to union representation. identify the union steward; furnish two copies of the proposal, etc.

\*\*\* Use only if delivered in person.

Reference: FPM/DPM Chapter 752, Subchapter S2  
Part 752, Title 5, Code of Federal Regulations  
FmHA Instruction 2045-GG, Exhibit A

NOTE: The above are ready references for the Administrative Sections' use and need not be listed on the letters going to the employee unless you believe it will be useful information.